



Armed Forces Tribunal, Regional Bench, Mumbai
7th Floor, MTNL Building, A.G. Bell Marg, Malabar Hill, Mumbai- 06
Tel. 022-23611998/96, Email – regaftrb.mum-mod@gov.in

AFT/RBM/06/ 1193/2023

Date: 24th Nov, 2023

NOTIFICATION


SUB: FACILITIES OF HYBRID MODE OF HEARING

In compliance with the directions of the Hon'ble Supreme Court order passed in WP (C) No 351/2023 (Sarvesh Mathur -VS- The Registrar General, High Court of Punjab and Haryana) dated 06.10.2023 and AFT., PB, New Delhi letter No. 2(77)/2017/AFT/PB/Admin-I dated 10th Nov 2023, the facility of Hybrid/virtual mode hearing has been made available with AFT, RB, Mumbai.

For smooth conduct of the facility of Hybrid/virtual mode hearing, a SOP (Standard Operating Procedure) has been prepared for compliance of the all concerned which is enclosed herewith. Henceforth, the link for VC through MS Team will be provided to concerned advocates, party-in-person and Govt. Counsels on their registered email ID.

For further clarification or inquiry in this regards, contact on **Tel. Nos. 022-23611998/96/95, Email ID – regaftrb.mum-mod@gov.in**

This has the approval of the Hon'ble HoD.


(Arjun M Kadam)
PPS to Hon'ble HoD

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Principal Bench, New Delhi, | : For information and uploading on website |
| 2. The Registrar General, High Court, Mumbai | |
| 3. Oi/C Legal Cell – Army, Navy, Air Force | } For information & necessary action please |
| 4. All concerned | |
| 5. Main Notice Board | |

STANDARD OPERATING PROCEDURE (SOP) FOR HYBRID MODE OF HEARING

In compliance with the directions of the Hon'ble Supreme Court order passed in WP (C) No 351/2023 (Sarvesh Mathur -VS- The Registrar General, High Court of Punjab and Haryana) dated 06.10.2023 and AFT., PB, New Delhi letter No. 2(77)/2017/AFT/PB/Admin-I dated 10th Nov 2023, regarding Hybrid hearing of matters, the SOP (Standard Operating Procedure) for the Advocates, party -in-person, and the Registry for hearing of matters through video conferencing before the Hon'ble AFT, RB, Mumbai shall be as follows :

INSTRUCTION FOR JOINING VIDEO CONFERENCING

1. All concerned parties shall download the Microsoft Teams App on their laptop/desktop/mobile phones. Preferable device for attending the Video conferencing by the advocates and concerned parties is through laptop/Desktop, since the laptop/desktop version is more user friendly.
2. The party-in-person/Ld Advocate(s) shall specify as to whether he/she would like to link virtually through Desktop /Laptop computer latest by 10:00 AM before the court starts on the day of hearing on email address **regaftrb.mum-mod@gov.in** The web link will be shared through the cause list and the Password for joining the video conference shall be provided to the party-in-person/Advocates on the registered e-mail ID and/or mobile No, as provided by the party.
3. The web link and password will be shared through email or MS Team App on registered email Id as provided by the parties.
4. Hence it is expected that the request for such links be forwarded on aforementioned e-mail ID well in advance.
5. Parties may kindly note that desktop/laptop/tablet computers must have stable and good connectivity for video conferencing, otherwise signal drop/incoming call on mobile devices can delink such devices from an ongoing video-conference and may cause disrupting such video conferencing.
6. At the time of joining through online MS Team APP, the Advocate(s) /party is required to write in the Chat Section, Case Serial No. of the Cause list, his/her name, appearing on whose behalf i.e Adv XXX, for SI. No. 01. All the participants will be required to join link **at least 15 minutes prior** to the commencement of E-Court proceedings for checking audio/video connectivity.
7. Parties shall ensure that the video conferencing facility shall not be resorted from inside car, market or public place or within the hearing of other persons. Submission through video conferencing shall be made from office of the counsel or from secluded room.

8. All concerned are advised to be dressed up formally and seated in a conducive, free from distraction environment so that the Virtual Court proceedings may be conducted smoothly while following proper decorum of the Hon'ble Court.
9. During the interaction through video-conferencing the parties are directed not to resort to any indecorous conduct or dress or comment; further, parties are required to ensure that the proceedings by video conference are neither recorded/restored nor broadcasted in any manner whatsoever, as recording/copying/storing and for broadcasting, by any means of hearings and proceedings before the Hon'ble AFT, RB, Mumbai are expressly prohibited.
10. It is important for the parties to remember to keep their MIC on 'Mute' mode at all times, except when the court requires them to make submission (s), failing which the possibility of MIC catching audio feed from speakers and creating 'echo/noise disturbance' would become very high and may disturb the Video -Conference and in such eventuality, the party may be muted from the administration side or declined from VC.
11. Parties are required to stay online until the court concludes the interaction. Once interaction is over, they can disconnect with the leave of the court.
12. In case of non-availability /technical issue in connection, the parties may be given further notice regarding interaction through their registered e-mail, on permission of the court.
13. It would be obligatory upon the party in person to keep his/her phones (s) available for Incoming calls for joining them in the tele conferencing but the mobile phone should be kept away from the MIC of the video conferencing device to eliminate chance of echoing.
14. It may be noted that since the matters at AFT pertains to Defence Services personnel, discretion and reasonable secrecy is required to be maintained while handling such cases through Virtual Court. Hence, adhering to the instructions with respect to password protection of the concerned link and using NIC e-mail id medium has to be strictly adhered to. All concerned are required to maintain secrecy and discretion of the matters being dealt.


(Arjun M Kadam)
PPS to Hon'ble HoD

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